



## DOCUMENT COMPARE


- Once a potential match has been found, the comparison screen allows you to drill down further and see if it is an actual match.
- FDW ledger record displayed on top, ACMS ledger record below.
- In order to reconcile the records, the following must match:
  - Document Total
  - Number of line items
  - Each line item must match on:
    - Amount
    - BOC
    - Program

**Compare FDW and ACMS Ledger Records** 


ACMS and FDW **Ledger** records are ready to reconcile!

To reconcile records, click "Reconcile". To edit ACMS Ledger Record, Click "Edit Ledger". To create a brand new Ledger Record using FDW information, click "Create Ledger & Reconcile". To return to result list, click "Back to Results".

Icon Legend  No Match Found

**FDW Ledger** 

Document #	Date	Amount	Doc Total	Lines	Account	BOC	Reference Info	Vendor Name
A1 67437500001	2006-04-06	-165.49	-167.04	2	6525550171	2570	12942222256 C 40608411037	CHIPMAN CORPORATION
A1 67437500001	2006-04-06	-1.55	-167.04	2	6525550171	4310	12942222256 C 40608411037	CHIPMAN CORPORATION

**ACMS Ledger** 

ACMS Record ID/Line #	Date	Amount	Doc Total	Lines	Account	BOC	Reference Info	Vendor Name
117305 / 1	2006-04-06	-165.49	-167.04	2	6525550171	2570	12942222256 C 40608411037	CHIPMAN CORPORATION
117305 / 2	2006-04-06	-1.55	-167.04	2	6525550171	4310	12942222256 C 40608411037	CHIPMAN CORPORATION

Reconcile

Edit Ledger

Create Ledger & Reconcile

Back to Results

- Let's look at an example where records are not ready to reconcile:
  - "Reconcile" button is not visible at this point.
  - Message in header alerts the user that the records are not ready to reconcile.
  - Error messages will provide details on what is preventing reconciliation.
    - In this example, the lines do not match.
  - Icons on the left point out the specific ledger lines that do not match.

Header message

Error message

Icons indicate line mismatch

Mismatching amounts causing problem

**Compare FDW and ACMS Ledger Records**

ACMS and FDW Ledger records do not match exactly.

To fix any discrepancies between the records, Click "Edit Ledger". To overwrite the ACMS Ledger Record with FDW information, click "Overwrite Ledger & Reconcile". To create a brand new Ledger Record using FDW information, click "Create Ledger & Reconcile". To return to result list, click "Back to Results".

**Lines for FDW and ACMS Ledger Records must all match (have the same Program, Amount, and BOC).**

Icon Legend: No Match Found

**FDW Ledger**

Document #	Date	Amount	Doc Total	Lines	Account	BOC	Reference Info	Vendor Name
ND 06VAD100078	2006-04-17	339.50	1,417.30	5	6415550101	1243	PP06/DUNCAN	DEPT OF STATE
ND 06VAD100078	2006-04-17	357.84	1,417.30	5	6415550101	1243	PP06/JONES	DEPT OF STATE
ND 06VAD100078	2006-04-17	246.26	1,417.30	5	6415552101	1201	PP06/SAKHARA	DEPT OF STATE
ND 06VAD100078	2006-04-17	312.00	1,417.30	5	6525101812	1243	PP06/AMEN	DEPT OF STATE
ND 06VAD100078	2006-04-17	161.70	1,417.30	5	6525101812	1243	PP06/GOMEZ	DEPT OF STATE

**ACMS Ledger**

ACMS Record ID/Line #	Date	Amount	Doc Total	Lines	Account	BOC	Reference Info	Vendor Name
117363 / 1	2006-04-17	339.50	1,417.30	5	6415550101	1243	PP06/GOMEZ	DEPT OF STATE
117363 / 2	2006-04-17	357.84	1,417.30	5	6415550101	1243	PP06/GOMEZ	DEPT OF STATE
117363 / 3	2006-04-17	241.26	1,417.30	5	6415552101	1201	PP06/GOMEZ	DEPT OF STATE
117363 / 4	2006-04-17	312.00	1,417.30	5	6525101812	1243	PP06/GOMEZ	DEPT OF STATE
117363 / 5	2006-04-17	166.70	1,417.30	5	6525101812	1243	PP06/GOMEZ	DEPT OF STATE

Buttons: Edit Ledger, Overwrite Ledger & Reconcile, Create Ledger & Reconcile, Back to Results

- For non matching records, following options are available:
  - “Edit Ledger”: Fix ACMS ledger record manually so it matches FDW ledger.
  - “Overwrite Ledger & Reconcile”: Copy over FDW information into ACMS ledger record. This will wipe away ACMS ledger lines, as well as header information and copy over the FDW information.
  - “Create Ledger & Reconcile”: Create a brand new ledger record from FDW data. This option is available in case the user knows that the ACMS ledger is not the correct one and there are no other ACMS ledger records that match the displayed FDW ledger record.
  - “Back to Results”: Return to match screen and continue searching.

**Compare FDW and ACMS Ledger Records**

ACMS and FDW Ledger records do not match exactly.

To fix any discrepancies between the records, Click "Edit Ledger". To overwrite the ACMS Ledger Record with FDW information, click "Overwrite Ledger & Reconcile". To create a brand new Ledger Record using FDW information, click "Create Ledger & Reconcile". To return to result list, click "Back to Results".

**Lines for FDW and ACMS Ledger Records must all match (have the same Program, Amount, and BOC).**

Icon Legend No Match Found

**FDW Ledger**

	Document #	Date	Amount	Doc Total	Lines	Account	BOC	Reference Info	Vendor Name
	ND 06VAD100078	2006-04-17	339.50	1,417.30	5	6415550101	1243	PP06/DUNCAN	DEPT OF STATE
	ND 06VAD100078	2006-04-17	357.84	1,417.30	5	6415550101	1243	PP06/JONES	DEPT OF STATE
	ND 06VAD100078	2006-04-17	246.26	1,417.30	5	6415552101	1201	PP06/SAKIHARA	DEPT OF STATE
	ND 06VAD100078	2006-04-17	312.00	1,417.30	5	6525101812	1243	PP06/AMEN	DEPT OF STATE
	ND 06VAD100078	2006-04-17	161.70	1,417.30	5	6525101812	1243	PP06/GOMEZ	DEPT OF STATE

**ACMS Ledger**

	ACMS Record ID/Line #	Date	Amount	Doc Total	Lines	Account	BOC	Reference Info	Vendor Name
	117363 / 1	2006-04-17	339.50	1,417.30	5	6415550101	1243	PP06/GOMEZ	DEPT OF STATE
	117363 / 2	2006-04-17	357.84	1,417.30	5	6415550101	1243	PP06/GOMEZ	DEPT OF STATE
	117363 / 3	2006-04-17	241.26	1,417.30	5	6415552101	1201	PP06/GOMEZ	DEPT OF STATE
	117363 / 4	2006-04-17	312.00	1,417.30	5	6525101812	1243	PP06/GOMEZ	DEPT OF STATE
	117363 / 5	2006-04-17	166.70	1,417.30	5	6525101812	1243	PP06/GOMEZ	DEPT OF STATE

Edit Ledger

Overwrite Ledger & Reconcile

Create Ledger & Reconcile

Back to Results

- Clicking the “Overwrite” or “Create Ledger” buttons will take you into the Edit Ledger Record screen. You will be able to edit agreement, strategic elements, and comment type fields, but will not be able to change information taken from the FDW ledger record.
- Once you are through editing information, click “Save & Reconcile” button.
- You will be taken back to the match screen where you can continue the reconciliation process.
- Click “Cancel” if you need to go back to compare screen.

**Ledger Record Review**

Fields marked with an \* must be filled in before the ledger can be saved.

ACMS Record ID #: 117363

Transaction Date (mm/dd/yyyy) \*: 2006-04-17      Fiscal Year \*: 2006

Transaction Description:       Transaction Status \*: Obligated

Transaction Location:       Transaction Comments:

FFIS Reference Info \*: PP06/GOMEZ      Ignore Recurring Status: ☐

Vendor Code: 19000001F A

Vendor Name: DEPT OF STATE

**Strategic Elements**

Agency Functional Area:

Program Miscellaneous Cost Center:

Agency Strategic Goal:

Agency Objective:

Program Strategic Goal:

Program Objective:

**Ledger Line Item**

Currency Type: United States Dollar (USD)

Document Check Total \*: 1417.30

Line #	BOC *	Accounting Code *	Agreement Number	Amount *
1	1243	6415550101	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>	339.50
2	1243	6415550101	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>	357.84
3	1201	6415552101	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>	246.26
4	1243	6525101812	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>	312.00
5	1243	6525101812	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>	161.70
<b>Line Item Total:</b>				\$1417.30

Save & Reconcile      Cancel

**Edit History**

Created By: ACMS User      Created Date: 04/29/2006 02:07 PM

Last Updated By: ACMS User      Last Updated Date: 04/29/2006 02:10 PM